

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Performance and Appointments Committee**

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB
at 4.00 pm on **Wednesday, 25 March 2026**

PRESENT

Councillors: Andy Graham (Chair), Alaric Smith (Vice-Chair), Duncan Enright

Officers: Kathryn Dowell (HR Business Partner), Ana Prelici (Senior Democratic Services Officer) and Giles Hughes (Chief Executive Officer)

Other Councillors in attendance:

6 Apologies for Absence

Apologies were received from Councillors Liam Walker and Michelle Mead.

7 Declarations of Interest

Councillor Duncan Enright stated that he was a member of the GMB union. However, he had approached the meeting with an open mind and was not involved in the union within a management capacity.

8 Minutes of Previous Meeting

The Committee agreed to approve the minutes of the meeting held on 4 April. These were proposed by Councillor Andy Graham and seconded by Councillor Duncan Enright.

9 Human Resources Employment Policies

The HR business partner introduced the report. They explained that the purpose was to approve 11 HR policies for the Council, and that these built on existing policies.

Members discussed these, raising the following points, including questions for clarity which were answered by the HR Business Partner and the Chief Executive;

- The changes would put the Council in good stead for Local Government Reorganisation and any future changes in employment law, as it ensured clarity within the policies.
- The policies were brought up to date under a previous exercise within Publica, and this particular exercise was about ensuring processes were appropriate now that employees were employed by the Council.
- Whether any members of staff resided overseas. It was explained that this applied to one member of staff, but that the Council was wishing to limit this.

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Councillor Alaric Smith proposed accepting the recommendations. This was seconded by Councillor Duncan Enright.

Recommendation:

The Performance and Appointments Committee resolved to:

Agree the eleven Employment policies below and included in Annex A.

- Agency Workers Policy and Procedures
- Career Break Policy and Procedures
- Carers Leave Policy and Procedures
- Death in Service Policy and Procedure
- Fixed Term Contract Policy and Procedure
- Mediation Policy and Procedure (including Mediation Agreement Form)
- Paternity and Neonatal Care Leave Policy and Procedure
- Pay and Grading Principles Guidance
- Redeployment Policy and Procedure
- Work Experience Policy and Procedure
- Working Abroad Policy and Procedure

10 Exclusion of the Press and Public

The Committee resolved to go into private session, however having already agreed the minutes of the meeting did not discuss these any further.

11 Exempt Minutes of the Previous Meeting

The Meeting closed at Time Not Specified

CHAIR